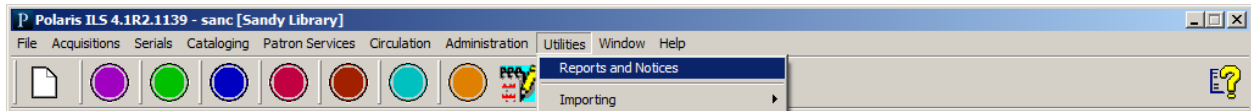




# HOLDS REPORTS PROCESS IN POLARIS

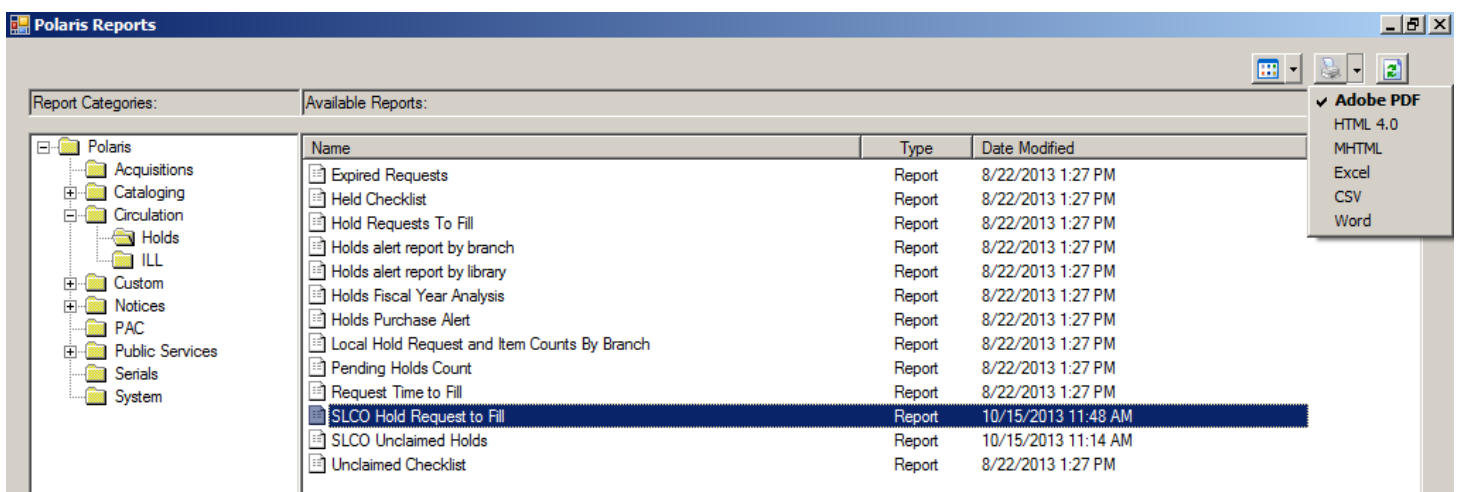
## HOLDS REQUEST LIST

1. Select Utilities from the drop down menu on the Polaris bar then click on Reports and Notices.

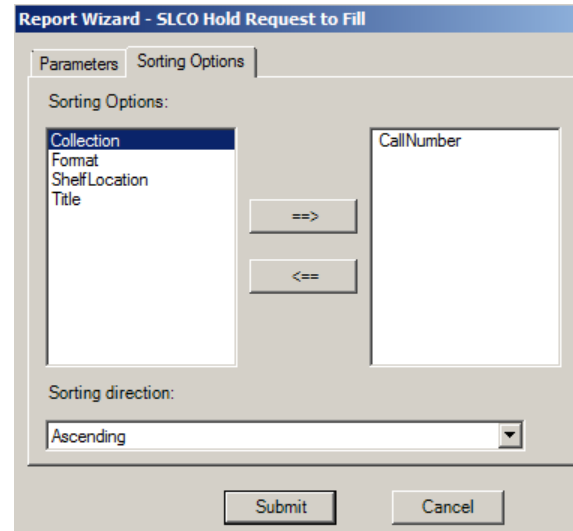
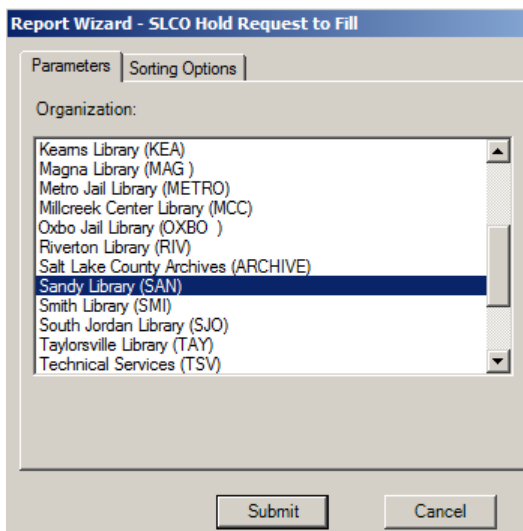



Alternately, use the click on the  and  to open Reports and Notices.

2. In Polaris Reports select Circulation, then Holds and SLCO Hold Request to Fill.



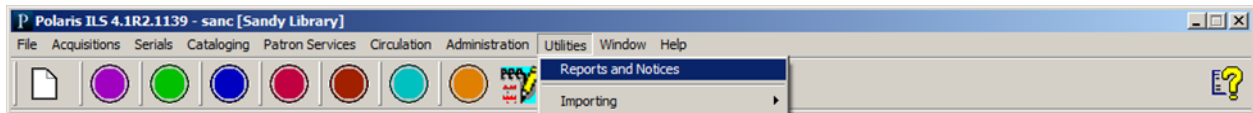
3. Select branch and sort order using the options in the dialog box. Then click submit or press enter.



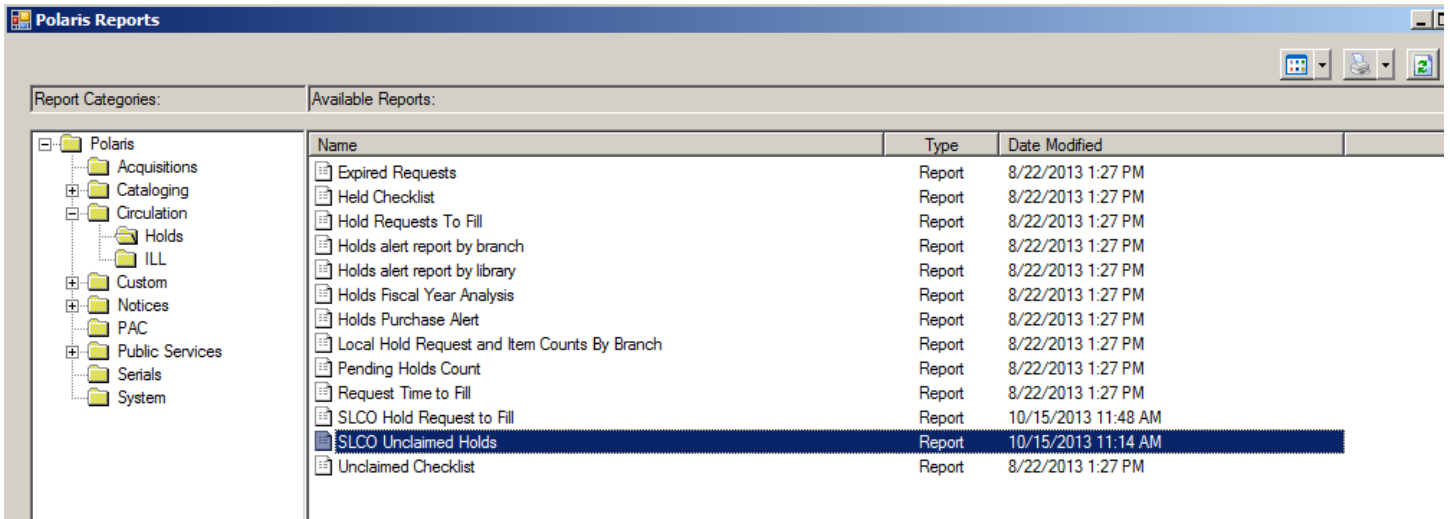
4. When the report is completes it will be in PDF format. Click on the  to print the complete report.

## UNCLAIMED HOLDS (FORMERLY EXPIRED HOLDS)

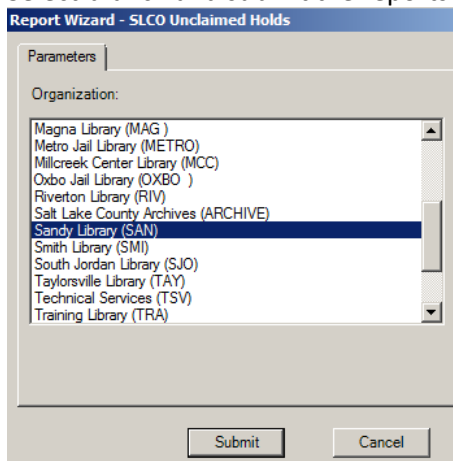
1. To access the list for Unclaimed Holds select Utilities and then Reports and Notices from the drop down menu on the Polaris bar.



2. Once in Reports click on Circulation and open the Holds Folder. Select SLCO Unclaimed Holds.



3. Select branch and submit the reports.



4. When the report is completes it will be in PDF format. Click on the  to print the complete report.

